



Department of Energy
Office of Science
Washington, DC 20585

May 21, 2012

MEMORANDUM FOR DISTRIBUTION

FROM: WILLIAM F. BRINKMAN, DIRECTOR
OFFICE OF SCIENCE

A handwritten signature in black ink, appearing to read "WFB", is written over the printed name of William F. Brinkman.

SUBJECT: Office of Science Extended Assignments

The Department has issued a new policy (attached) regarding contractor domestic extended personnel assignments. Each of your Contracting Officers should take the actions described in the attached memo immediately, keeping in mind the following:

- The first action has already been completed via earlier data calls. Unless there is new information, no additional actions are needed on this item.
- The attached memo requires a report back to the Department's Senior Procurement Executive once the actions have been completed. Each of you should respond back to Joe McBrearty in this regard by May 29, 2012 and he will provide a consolidated Office of Science response.

In addition, the Office of Science is immediately instituting the following controls, in addition to current requirements, for all extended personnel assignments (both domestic and international). Your Contracting Officers should immediately take the necessary steps to ensure these controls are incorporated into your respective contracts.

- In order to ensure transparency, all extended assignments (i.e., > 1 year) must be identified explicitly in Field Work Proposals (FWP). FWPs must include the following for each assignee: a justification for the assignment, the initial start date, a projected end date, the cumulative additional (i.e., less regular salary and benefits) costs incurred due to the assignment up to that point in time, and an estimated cost to be incurred over the remainder of the assignment.

- For any international assignment that is expected to exceed three years, the Work Authorization must include explicit approval for that assignment. This approval must be based on a thorough review by the Program Office and Site Office to ensure the duration and costs are prudent and reasonable, and that less costly alternatives (e.g., relocation) are not available.

Finally, while these controls are being enacted, we need to ensure that ongoing assignments that exceed three years are prudent and reasonable. To do that, SC-3 has initiated a review of such assignments. In conducting that review, we will collaborate closely with you as well as the Program Associate Directors.

Attachment

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